

1 CHARTER OF THE NORTH DAKOTA AMINISTRATIVE COUNCIL

2 Section 1. Purpose and Duties.

3 The council, with the approval of the chief justice, will:

4 (a) Develop uniform administrative policies and procedures for the district courts
5 and juvenile courts and make recommendations for their implementation.

6 (b) Review the biennial budget proposals submitted by the unit administrators for
7 the respective administrative units.

8 (c) Review and approve for submission to the supreme court a proposed district
9 court component of the unified judicial system budget for each biennium.

10 (d) Monitor district court budget expenditures.

11 (e) Perform other duties as directed by the chief justice.

12 Section 2. Membership.

13 (a) The administrative council consists of the chief justice, who serves as presiding
14 officer of the council; one justice of the supreme court elected by a vote of the justices;
15 the presiding judge of each judicial district; one district judge from each administrative
16 unit with more than one judicial district who is elected by vote of all district judges of the
17 state; and one member of the state bar association appointed by the chief justice from a
18 list of three names submitted by the board of governors of the state bar association of
19 North Dakota.

20 (b) In the event a member no longer serves as a justice of the supreme court,
21 district judge, or lawyer member of the association, that member is ineligible for
22 membership and a vacancy exists. Vacancies are filled in the same manner as the affected

membership is filled. Except for the chief justice and the presiding judge of each judicial district, a member may not serve more than two successive terms. A member appointed or elected to an unexpired term less than one-half the duration of a regular term is eligible to serve two full successive terms.

(c) Elections for the district judges from the administrative units will be conducted by the state court administrator in a manner similar to N.D. Sup. Ct. Admin. R. 2, section 4, with ballots due by July 20. Terms will begin on August 1.

(d) Each member is entitled to reimbursement at state rates for expenses incurred in attending council meetings.

Section 3. Meetings and Operating Procedures.

(a) A quorum of the council is necessary for the council to take any action. The affirmative vote of a majority of the council's members present, and the approval of the chief justice, is required for final council action. The council must meet at least quarterly.

(b) Any proposed judicial branch administrative policy must be distributed to all district court judges and affected personnel for comment. Comments must be received within 30 days after distribution of the proposal. If the proposal requires expedited action, the council may provide for a shorter comment period or may adopt the policy on an emergency basis subject to comment and final action of the council.

(c) The office of state court administrator serves as the secretariat for the council and assists in arranging meetings, providing meeting minutes, distributing council proposals for comment, and providing other assistance as required by the council.